

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



HUMAN RESOURCES SERVICES MANAGER RISK MANAGEMENT

DEPARTMENT OF HUMAN RESOURCES

Anticipated Hiring Range \$100,000 - \$120,000

Excellent Benefits Package

HUMAN RESOURCES SERVICES MANAGER (RISK MANAGEMENT) | COUNTY OF SAN DIEGO

DEPARTMENT OF HUMAN RESOURCES

This unclassified management position reports to the Deputy Director, Human Resources and is responsible for planning, directing, organizing and evaluating the Risk Management Division within the Department of Human Resources. The Human Resources Services Manager (Risk Management) has significant responsibility for formulating and implementing risk management strategic mitigation strategies, policies, procedures, and programs that have countywide impact. The programs include a very comprehensive and highly rated fully self-insured and self-administered Workers' Compensation program, Loss Prevention and the County's Property Insurance programs. The position:

- Administers the County's fully self-insured and self-administered Workers' Compensation program
- Develops and implements programs that will reduce the severity of loss and identifies and analyzes loss exposure reports
- Identifies risks and develops strategic mitigation strategies to lessen impact
- Develops close working relationships with stakeholders to develop and implement mitigation strategies
- Ensures compliance with federal and state mandated programs
- Administers the County's Property Insurance programs
- Oversees the County's Work Safe/Stay Healthy (WSSH) and Injury and Illness Prevention Programs
- Supervises and evaluates the performance of staff

THE IDEAL CANDIDATE

The ideal candidate will possess excellent analytical skills, including interpreting financial data; ability to think strategically; excellent organizational acumen; ability to identify risk and develop mitigation strategies; ability to work with executives and demonstrate knowledge of specific disciplines; excellent communication and leadership skills; goal oriented and follows through on commitments; excellent management skills and the ability to mentor staff; self-starter; and a character of ethics, honesty and integrity.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision; OR,

A combination of experience and/or education as stated above.

Note: A master's degree or higher may substitute for a total of one (1) year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

COMPENSATION

The anticipated hiring range upon appointment for this position will be \$100,000 to \$120,000. Placement within this range is dependent upon the qualifications of the successful candidate.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death & Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans

DEPARTMENT OF HUMAN RESOURCES

We are committed to provide and retain a skilled, adaptable, and diverse workforce for County departments so they may deliver superior services to the residents and visitors of the County of San Diego. The Department of Human Resources (DHR) is responsible for all aspects of labor relations and human resources management for the County of San Diego. DHR serves as the in-house human resources consultant to the Chief Administrative Officer, executive staff and County departments. Activities include risk management, classification, compensation, recruitment and selection, labor relations, workforce information management, and administration of employee benefits and training programs. To ensure these critical services are provided, the Department of Human Resources has 118.00 staff years and a budget of \$27.3 million.

RISK MANAGEMENT DIVISION

The Risk Management Division is responsible for identifying risks and developing dynamic mitigation strategies, which will minimize negative impacts and/or losses to County operations. The Risk Management Division consists of:

Workers' Compensation – This program is fully self-insured and self-administered. This unit oversees claims filed by injured workers from inception through conclusion of claim.

Loss Prevention—This program oversees the County's successful Work Safe/Stay Healthy program, provides guidance, training and technical support to County Departments to maintain a safe and healthy work environment. This program is responsible for coordinating and overseeing the review of all risk assessments in the County, which may include law enforcement coordination.

Insurance— This program oversees the property insurance program for the County and works closely with the County's insurance broker on all claims. Additionally, this program oversees the certificate of insurance program.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.40 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation and fiscal discipline which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at www.sdcounty.ca.gov, select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review date of résumés will be August 26, 2016.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

NOTES

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information visit www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process or the position to Brandy Winterbottom-Whitney, Deputy Director of Human Resources at Brandy.winterbottom-whitney@sdcounty.ca.gov or 858-505-6324.

Class # 000962
08/08/16

